



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

August 27, 2014

Patty Newberry  
2516 Ave. G  
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the August 26, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *Provider could not find sheet that documented drills.*

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *Provider did not have this documented.*

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Dog had immunizations on file but no current vet exam. Please make sure to use new Vet Exam form.*

☐ **110.5(8) Children's Files**

☐ 110.5(8) An individual file is maintained for each child and **updated annually** or when there are changes. *The provider has 11 children enrolled.*  
Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. One child was missing this form.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. *Three (3) children were missing this form.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *Four (4) children were missing this form.*

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. *Three (3) children were missing this form.*

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. *Three (3) children were missing this form.*

☐ **110.5(10) Substitutes**

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. *The provider did not have substitute hours documented so is was not possible for provider to show field staff compliance with this policy. This was reviewed with provider.*

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute. *The provider did not have substitute hours documented so is was not possible for provider to show field staff compliance with this policy. Provider stated substitute keeps track of own hours and she will obtain the hours to document for compliance.*

☐ **110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATERGORY “B”** *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

☐ **110.9(3) Facility requirements**

☐ 110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window. *Provider needs to put in permanent steps to egress window.*

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps**

**are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: October 31, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).